

CARMEL/CLAY ADVISORY BOARD of ZONING APPEALS

2004 FILING & NOTICE DEADLINES, DISTRIBUTION DATES*

BOARD of ZONING APPEALS MEETING DATES 4th Monday	FILING DEADLINE:*** (45 days prior) Friday	PUBLIC NOTICE DEADLINE: (25 days prior) Thursday	<i>TECHNICAL ADVISORY COMMITTEE MEETING** 3rd Wednesday</i>	INFORMATION DEADLINE (due by noon): BZA Agenda Set (10 days prior) Friday	DEPARTMENT REPORT RELEASED: (5 days prior) Wednesday
January 26	December 12, 2003	January 1	<i>December 17</i>	January 16	January 21
February 23	January 9	January 29	<i>January 21</i>	February 13	February 18
March 22	February 6	February 26	<i>February 18</i>	March 12	March 17
April 26	March 12	April 1	<i>March 17</i>	April 16	April 21
May 24	April 9	April 29	<i>April 21</i>	May 14	May 19
June 28	May 14	June 3	<i>May 19</i>	June 18	June 23
July 26	June 11	July 1	<i>June 16</i>	July 16	July 21
August 23	July 9	July 29	<i>July 21</i>	August 13	August 18
September 27	August 13	September 2	<i>August 18</i>	September 17	September 22
October 25	September 10	September 30	<i>September 15</i>	October 15	October 20
November 22	October 8	October 28	<i>October 20</i>	November 12	November 17
December 27	November 12	December 2	<i>November 17</i>	December 17	December 22
January 24, 2005	December 10	December 30	<i>December 15</i>	January 14, 2005	January 19, 2005

**All scheduled dates are subject to change or cancellation*

****Technical Advisory Committee (TAC) meets the 3rd Wednesday of the month beginning at 9:00 a.m. in the DOCS Conference Room. *The distribution deadline for plans to the Technical Advisory Committee is 15 days prior to the TAC meeting date.* Per *Article IV, Section 3*, of the Board's Rules of Procedure, any petition that involves a question of Land Use is required to go before TAC prior to being heard by the Board; be sure to time your filing accordingly to ensure the earliest possible hearing date.**

*****Prior to filing an application, petitioner *MUST* schedule a pre-submittal meeting with a representative of the Division of Planning & Zoning. To set an appointment, call the Department at 317/571-2417.**

Board of Zoning Appeals Hearing Officer meets the 1st and 2nd Thursday of each month at 1:00 p.m.

Carmel Common Council meets the 1st and 3rd Monday of each month at 7:00 p.m.

Board of Public Works meets the 1st and 3rd Wednesday of each month at 10:00 a.m.

For additional information contact the Department of Community Services at 317/571-2417.

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PUBLIC NOTICE REQUIREMENTS

The Board requires the Petitioner to notify by Certified Letter all persons deemed by State Statute and the Board to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall be published or sent not less than ***twenty-five (25) days*** prior to the Public Hearing date (including the date of the hearing). The parties designated in the Rules of Procedure will be the persons designated by the Board as the party responsible for causing the notice to be published. For the purposes of consideration, a newspaper or general circulation in the county in accordance with the Indiana Code is the Indianapolis Star (317/444-7163); E-mail Carol Mitchell at publicnotices@indystar.com.

The following information shall be included in both the published legal notice and the notice of interested parties:

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate
- (c) General location by address or other identifiable geographic characteristic of the property
- (d) Name of the person, agency or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time and place of the Public Hearing
- (g) Statement that the petition may be examined at the Office of the BZA (Carmel Department of Community Services)
- (h) Statement that any person may offer verbal comments at the Public Hearing or may file written comments prior to or at the hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

All meetings (unless otherwise noted) are conducted at:

Council Chambers
Carmel City Hall, 2nd Floor
One Civic Square
Carmel, IN 46032

Written comments may be sent to:

Carmel/Clay Board of Zoning Appeals
c/o Connie Tingley, Secretary
Carmel City Hall
One Civic Square
Carmel, IN 46032

Files may be examined at:

Department of Community Services
Division of Planning & Zoning
Carmel City Hall, 3rd Floor
Carmel, IN 46032
(317/571-2417)